

<p style="text-align: center;">Regulation & Policy/Resource Management/Communications EMSSTAR Workgroup – Meeting Notes</p>

Sept 15, 2005, 9:00 – 12:00 pm
Maine Emergency Medical Services Office
500 Civic Center Drive
Augusta, Maine

Present:

1. David Stuchiner, MD, Auburn
2. Jay Bradshaw, Maine EMS
3. Ron Jones, Westbrook MES
4. Chief Wayne Werts, EMT-P, Auburn Fire Dept
5. Alan Douglass, RN, EMT-P, Phippsburg Fire Department
6. Rob Tarbox, EMT-P, PACE Ambulance
7. Rory Putnam, Falmouth Fire/EMS
8. Tim Beals, Delta Ambulance
9. Joanne LeBrun, Tri County EMS

Not Present:

10. Chief Jeff Cammack, Bangor Fire Department
11. Steve Leach; Board of EMS/MCEMS/Augusta FD
12. Donnie Carroll, Southern Maine EMS
13. Carol Pillsbury, EMT-P, NorthStar Ambulance
14. Norm Dinerman, M.D., Eastern Maine Medical Center
15. Paul Conley, EMT-P, Freeport

1. Review/Approval of Notes from 7/21 meeting

- a. 8/18 meeting notes were review & approved with minor changes.

2. Review previous work on Core Function #1:

After considerable discussion and review the group agreed on the final changes to the Core Function #1 statement - see attached.

3. Group initial draft work on Core Functions #2-#5

4. Plan next meeting

- a. Review any assignments
 - i. Alan to write up notes/first draft comments on Core Functions #2 - #5
- b. Agenda items
 - i. Group will have discussions on Role of “Regions” in the “new” EMS system
 - ii. Review/write final draft of Core Functions #2 - #5

- iii. Work on First draft of Core Function #6
- c. Next Meeting:
 - i. Oct 20th from 9 am – 12 pm at the Maine Emergency Medical Services Office in Augusta.

1. System-Wide Oversight & Policy formation Function

****Final Changes Made at 9/15 mtg****

WHAT:

For an effective state-wide EMS system, an oversight and policy-making authority (such as a State-wide Committee or Board) must be established to have the primary responsibility for directing the overall function and mission of the EMS system. This authority will be responsible for setting the standards needed to ensure that consistent and acceptable EMS services are delivered throughout the state.

WHO:

The actual final composition of the Board will require more detailed & in-depth discussion and research, however, the Workgroup agrees on the following essential elements for constructing an effective Oversight & Regulatory Board for EMS in Maine:

- A successful and effective Board must possess: 1) Members with Vision/Leadership skills; 2) Members who are focused on Public and EMS Consumer needs first; 3) Balanced membership is essential – membership of the Board should not be based solely on provider group representation.
- The Commissioner of DPS **should** be a voting member of the Board;
- Board must contain knowledgeable member(s) of the Public;
- The workgroup recommends that various Board selection models be studied further: such as, 1) Board determined by election, 2) a Board of Trustees Model; 3) a School Board or Selectmen Model; 4) various methods of nominating Board members for appointment, etc.

WHERE:

The EMS Oversight and Regulatory Board should be organizationally “housed” within the Maine Department of Public Safety. The bulk of Board meetings and centralized Board functions will take place at the EMS/DPS office in Augusta.

HOW:

The actual final policies & procedures that will govern how the Board operates will require more detailed & in-depth discussion and research, however, the Workgroup agrees on the following essential elements regarding the operation of the Board:

- Board members must publicly identify any potential conflicts of interest;
- Term Limits may be considered;
- Board will have responsibility to hire/fire EMS Director and Medical Director;
- Board should not become bogged down in the minutia of research/analysis – focus should be on over-arching policy recommendations;
- Board must have input into and oversight responsibility for the EMS operating budget.

2. Oversight and Formation of Medical Protocols and Policies Function

****First draft notes from 9/15 mtg****

WHAT:

For an effective state-wide EMS system, an authority must be established to have the primary responsibility for setting and monitoring standard protocols and policies that will guide & direct the appropriate delivery of medical services and treatments that are administered throughout the state-wide EMS system

WHO:

- The Who = a physician who becomes the Statewide EMS Medical Director;
- A “full time” position – 100% dedicated time to EMS, however, this position will also interact and coordinate with other State and Federal agencies;
- Must be non-biased/objective;
- Consider the Bur of Pub Health &/Chief Medical Examiner models;
- Must understand policy making; research methods; and EMS procedures;
- Must possess ability to direct others;
- Must have experience in EMS field (not a “fresh grad”). – the full range of EMS services;
- However, not required to be a Board Cert. EMS Md.;
- Must possess Vision and Leadership skills;
- Must be primarily focused on Public and EMS consumers.

WHERE:

Position to be located at the Maine EMS Office sin Augusta

HOW:

- Position will be appointed by the EMS Board (hiring and firing);
- Med. Director “program” must have its own budget/cost center – developed with EMS Board involvement and oversight;
- Med. Director will perform the functions shown above (in the “What”) with input from appropriate experts and providers;
- A wide range of input must be solicited when developing policies, procedures and protocols;
- All Policies, procedures, protocols, recommendations developed by the Med. Director must go to the EMS Board for final approval;
- The Med. Director must be involved with the Education and Training initiatives developed by the EMS.

3. EMS Administrative, Regulatory and Coordinating Function

****First draft notes from 9/15 mtg****

WHAT:

For an effective state-wide EMS system, a centralized authority (such as a centralized state agency) must be established to have the primary responsibility for managing the administrative functions of the EMS system (budgeting, interface with Legislature, coordination with other agencies/jurisdictions, a clearinghouse for information for service providers and the public, etc.) as well as being primarily responsible for the regulatory functions (licensing, certification, investigation, inspections) needed to ensure that a consistent and acceptable minimum level of EMS services are delivered throughout the state.

WHO:

The Director of EMS and the EMS staff

WHERE:

Headquartered in the EMS Office in Augusta

HOW:

**** Group decided to “hold” on “How” until after Core Function #4,5 & 6 are written****

4. Quality Assurance and Quality Improvement Function

****First draft notes from 9/15 mtg****

WHAT:

For an effective state-wide EMS system, a coordinated Quality Assurance and Quality Improvement system and procedures must be established, monitored and enforced to ensure that a consistent and acceptable minimum level of EMS services are delivered throughout the state.

WHO:

- EMS Board will set and enforce the minimum QA/QI standards
- However, the functional responsibility (data collection/ analysis/ maintenance of reporting structures, etc) will fall under the EMS Director and Staff? OR under the Med Director?
- *This will require more discussion by the group*

WHERE:

Function to be centrally located in the EMS headquarter offices in Augusta.

HOW:

- EMS Board will set the Minimum QA/QI standards;
- EMS Board will enforce the QA/QI standards;
- Standards must be uniformly enforced state-wide
- QA/QI must become part of the “fabric” of the Maine EMS system – it must become integrated into all functions of the statewide EMS system
- Key indicators and standard must be established for minimum Quality of Care in Maine
- Data must come from the field – local providers will be required to submit data/reports.

5. Education and Accreditation Function

****First draft notes from 9/15 mtg****

WHAT:

For an effective state-wide EMS system, service providers and administrators must receive the training and education required to allow them to deliver a consistent and acceptable minimum level of EMS services throughout the state. The education and training provided to EMS service providers and administrators must be accredited by meeting or exceeding the standards set by the oversight authority of the EMS system (see Function #1).

WHO:

- EMS Board will be responsible for oversight of the EMS training and education system in Maine.
- However, the functional responsibility (managing the “accreditation” process – applications, course review; data collection, etc) will fall under the EMS Director and EMS Staff.

WHERE:

- Administration and management of EMS Training and Ed System will be done centrally at the EMS headquarters in Augusta;
- However, actual training/course delivery will take place throughout the state – regionally.

HOW:

- EMS Training and Ed should be provided through the statewide Community College system;
- All programs./course must be fully accredited and approved by the EMS Board;
- The quality of training must be consistent throughout the state;
- Accreditation of EMS Training/Ed programs must be based on established standards (possibly use National accreditation standards).